

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road
Sacramento, California 95827**

NGCA-JSD-SP

28 November 2018

MEMORANDUM FOR Members of the Active California National Guard and Active Members of the California State Military Reserve

SUBJECT: State Active Duty Vacancy Announcement 2018-118 - Expires 27 December 2018

1. The Military Department is accepting applications for the State Active Duty position indicated below. This vacancy announcement expires **27 December 2018** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1 w/ Change #1. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. ***The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed 0-3.***

2. This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, **please pay particular attention to the checklist at the end of this announcement for documents required to submit a complete application.** ***Applications missing signatures and required documents will not be considered.***

a. TITLE AND PAY GRADE:	Liaison Officer (SAD 0-3)
b. EMPLOYMENT LOCATION:	San Diego, CA
c. PROJECTED EMPLOYMENT DATE:	28 January 2019
d. SELECTING SUPERVISOR:	Employment Initiatives Manager

3. The ***basic*** qualification requirements are:

a. Members of the active California National Guard or active members of the California State Military Reserve (CSMR) in the grades 0-2 through 0-4 may apply. Applicants must have a military affiliation per Para 3-2 of CMD Regulation 600-1. Applicants who are not current members of the California National Guard or CSMR may also apply, however, **applicants must meet military affiliation requirements at the time of appointment.** Qualifying service in the active militia must have been within 24 months of the closing date of this vacancy announcement. CSMR members who have no prior federal military experience must be a member of the CSMR for a minimum of two years. ***CSMR members must submit a copy of their CSMR orders with their application. Non-members of the California National Guard or CSMR must submit a letter of intent to meet qualifying military affiliation at the time of appointment along with their application.***

b. Completion of military and civilian education requirements commensurate with the grade of the applicant are required. ***Attach documentation of your highest level of civilian education.***

c. Military assignments appropriate to the grade of the applicant are required.

d. Must be able to effectively communicate verbally and in writing.

e. Must exhibit a strong military bearing and military professionalism since applicant will be representing the Adjutant General and the California Military Department.

f. Must possess strong administrative management skills, have the ability to make timely and well-considered decisions, ability to exercise independent judgment and use initiative in organization and supervision.

g. Must have knowledge of Army Military Occupational Specialties (MOS), Air Force Specialty Codes (AFSC), Marine Corps MOS, United States Navy and Coast Guard ratings, and their civilian equivalents.

h. Experience in Sales and/or Recruiting is strongly desired.

i. Knowledge of resume building and applicant requirements for various industries is highly preferred.

j. Strong knowledge and ability to efficiently and effectively utilize social media sites like Facebook and LinkedIn for recruitment.

k. Ability to organize project meetings, maintain documents, identify problems or risks and help manage schedules.

l. Thorough familiarity and demonstrated experience in budget and financial management. Excellent critical and creative thinking and analytical skills is highly preferred.

m. Ability to prepare, follow up, monitor, review and report of relevant Work for Warriors projects, to include end of projects evaluations.

n. Must be able to travel frequently and remain overnight when necessary.

o. Applicant must meet, and maintain, Federally Recognized medical fitness standards. ***Attach a current copy, within the past twelve months, of your military component's verification of these requirements. (See checklist at the end of this announcement for component specific documents.)***

p. Must pass Live Scan upon hire date.

q. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

r. Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.

s. Must possess a valid state driver's license. ***Attach a current copy, within the past six months, of your Department of Motor Vehicle's printout.***

4. Principal Duty Functions:

The Liaison Officer is supervised by the Deputy Director. Supervision is general in nature and primary work assignments are performed independently within established guidelines. Normal procedures for the military chain of command will be in effect.

a. Serves as a Liaison Officer with the California Military Department's (CMD) Employment Initiative Program, Work for Warriors.

b. The Liaison Officer will be responsible for a variety of administrative, coordination, supervisory, planning and public/community relations functions relative to the on-going operations of the Work for Warriors program.

c. Acts as the spokesperson for Work for Warriors on behalf of the CMD and The Adjutant General. Works on a daily basis with regional coordinators, project team members and veterans' staffing consultants throughout the state.

d. The Liaison Officer will act as a liaison between the Work for Warriors program and external veterans' organizations, governmental agencies, non-governmental agencies and community-centric collaboratives.

e. Under general direction from the Deputy Director, the Liaison Officer will provide aid and assistance to service members, veterans, military families and cadets in obtaining employment, rights and entitlements provided by Federal, State and local legislation.

f. Performs other duties as assigned.

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5. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
6. Reimbursement for moving and relocation expenses ***will not*** be paid.
7. Interested applicants must submit a completed and signed SAD Appointment Application (OTAG Form 900-8), and all required supporting documentation, to the Director of State Personnel Programs. Blank SAD Appointment Applications may be obtained from the CMD Jobs site at <https://calguard.ca.gov/cmd-jobs> (click on the SAD tab), or by contacting Mrs. Cheryl Arbaugh at (916) 854-3816 or DSN 466-3816. Complete applications and all supporting documents must be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, or e-mailed in ***one*** .pdf file to ng.ca.caarng.mbx.sad-application@mail.mil. ***Applications mailed, or e-mailed, must be received by the State Personnel office no later than the close of business on Thursday, 27 December 2018.***

FOR THE DIRECTOR, MANPOWER AND PERSONNEL:

Phillip J. Armstrong (28 November 2018)
Phillip J. Armstrong
Lieutenant Colonel, CA Army National Guard
Director, State Personnel Programs

CHECKLIST FOR SUBMITTING A COMPLETE SAD APPOINTMENT APPLICATION Applications missing signatures and required documents will not be considered	
	SAD Appointment Application (OTAG Form 900-8) available at https://calguard.ca.gov/cmd-jobs (Click on the SAD tab) Applications must be signed by the applicant.
	Documentation of your highest level of civilian education. (i.e. legible copy of either diploma, degree, or transcripts).
	CAARNG Applicants: APFT (DA Form 705) and MEDPROS IMR , current within the past twelve months. CA ANG Applicants: ARCNet Individual Readiness Detail , current within the past twelve months. CSMR Applicants: Complete the Annual Health Assessment (AHA) (CA 3024-1 Member Form) available at https://calguard.ca.gov/cmd-jobs (click on the SAD tab). Each CSMR service member will be required to complete and submit, in its entirety, their SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
	DMV Printout , current within the past six months. California residents may obtain, at cost, a copy of their DMV printout at the following website: https://www.dmv.ca.gov/wasapp/dr/vieworprintreport.do?method=Continue . (Unit DMV reports are not accepted.)
	CSMR Orders - CSMR Applicants only
	Title 10 OCONUS Orders - Currently Deployed Soldiers/Airmen only
	Letter of Intent - Non-members of the CAARNG, CA ANG, CSMR must submit a Letter of Intent to meet qualifying affiliation requirements at the time of appointment?